

Personnel

Education and Training
Programs

**Continuing Education
and Professional
Development**

POLICY:

- .01 It is Laboratory ~~&~~ policy to assist employees who want to increase the effectiveness of their performance in their present assignments and to encourage employees to obtain skills, knowledge, and abilities that may improve their career opportunities within the Laboratory.
- .02 Deleted.

Definition

- .03 Continuing education and professional development encompass In-House Training, Orientation Programs, Local Training, Tuition Assistance, **Nonlocal** Training, Graduate Thesis Program, Masters in Management Program, Advanced Study Program, Professional Research and Teaching Leave, and Professional Renewal Leave.

RESPONSIBILITIES:

Employee

- .04 Personal education, and particularly basic education, is the responsibility of each employee.

Laboratory

- .05 The Laboratory may provide assistance under certain circumstances if training is mutually beneficial to the Laboratory and to the employee.

Supervisor

- .06a The group- or division-level manager determines if a course of instruction is job-required or job-related (*see .08-.10a*) ~~&~~ and approves or disapproves requests for training. Only job-required or job-related courses may be approved. ~~&~~
- .06b Approval is based primarily on the needs of the Laboratory and on other factors, such as availability of funding, time required away from the job, employee performance on the job, and employee performance in previous training.

Approvals

- .06c Group- or division-level approval is required on all requests for training.

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ELIGIBILITY:

- .07 Employee eligibility to participate in a particular training activity or program depends on the type of training, the appointment status of the employee, the training program parameters, and the approval of the supervisor. General eligibility for specific training programs is indicated on (table) 400.I.Elaboration for Training, at the end of this section. Non-Laboratory employees, including Laboratory Affiliates and contractors, are ~~not~~ eligible for ~~not~~ job-required training only. ~~not~~

TRAINING CATEGORIES:

Job-Required

- .08 Job-required training is ~~not~~ considered essential for an employee to meet the requirements of a currently assigned job or to meet the changing requirements of that job. Job-required courses are part of the employee's work assignment. For nonexempt employees, job-required class time is paid as time worked. For exempt employees, job-required time that falls during the employee's scheduled work hours is considered time worked.
- .09 Mandatory Laboratory orientation and training programs are job-required. In addition, group- or division-level managers may designate certain courses as job-required for specified individuals when needed expertise is not available in sufficient quantity within the division.

Job-Related

- .10a Job-related training is training that does not satisfy the job-required criteria but enhances employee value to the Laboratory in the same occupational field or in a different field with a potential benefit to the Laboratory. ~~not~~ If, on their own initiative, employees attend independent schools, colleges, or ~~not~~ trade schools after hours, the time is not considered hours worked even if the courses are directly job-related.
- .10b **Nonexempt** — For nonexempt employees, all job-related in-house courses held wholly or partially during scheduled working hours are considered hours worked. When attendance is approved by the supervisor, non-Laboratory-sponsored job-related training scheduled during normal work hours or overlapping work hours is considered hours worked. See [AM 404](#).

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NOTE: A nonexempt employee may request a work schedule change for participation in job-related educational courses that are not approved by the supervisor for attendance during work time. *The supervisor may approve either a personal reschedule or a flexed work schedule (see [AM 326](#)).*

- .10c **Exempt** — For exempt employees, job-related in-house class time that falls during the scheduled work hours is considered time worked. At the discretion of the supervisor, non-Laboratory sponsored job-related courses taken during scheduled working hours may be reported as hours worked.

REIMBURSEMENT:

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| Job-Required Courses | .11 | All course-related costs for job-required courses are prepaid by the Laboratory, except costs covered by the Tuition Assistance Program. Course-related costs & covered by the Tuition Assistance Program are reimbursed after successful completion of the course. See AM 405 . |
| Job-Related Courses | .12a | For job-related courses, direct expenses or a portion of the direct expenses may be prepaid or reimbursed. Reimbursement for courses covered under the Tuition Assistance Program is limited to tuition, laboratory fees, and computer fees. See the individual subjects in AM 400 for information about specific allowed expenses. |
| Taxation of Graduate Tuition | .12b | Reimbursement for tuition assistance for graduate-level courses may be subject to federal income taxation. See AM 405 for more information. |

REDUCED UNIVERSITY FEE ENROLLMENT

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| Employees | .13 | A regular Laboratory employee who meets the admission requirements of the University of California is eligible for two-thirds reduction of both the University Registration Fee and the University Educational Fee for up to 9 units or 3 regular session University courses per quarter or |
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semester, whichever is greater. An employee so registered is ineligible for the services and facilities of the Counseling Center, gymnasiums, or the Student Health Services, other than those services to which the employee is regularly entitled. Employees on long-term leave without pay are not eligible for reduced-fee enrollment.

Retirees

- .14 An employee who retires within 4 months of the date of separation from Laboratory service, who is an annuitant of a retirement system to which the University contributes, and who meets the admissions requirements of the University is also eligible for reduced fees, subject to the restrictions stated in .13.